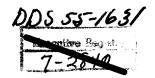
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2 August 1955

MEMORANDUM FOR: Deputy Director/Support

SUBJECT: Request to Upgrade Position A-197

It is requested that position A-197 on the Office of the Director Table of Organization, Administrative Services Assistant, be upgraded from GS-6 to GS-7.

This request is in line with previous conversations between the Director of Personnel and Mr.

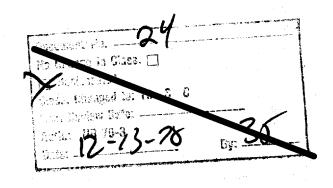
Assistant to the Director, and consistent with the increased responsibilities of the position. The responsibilities assigned to the Administrative Services Assistant, A-197, have been doubled since the Office of the Director was relocated in the "new" Administration Building. In addition, a full-time assistant has been employed under his direct supervision.

It is requested that this action be made effective not later than 14 August.

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Executive Assistant to the Director

O/DCI-lec Orig & 1--addressee



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